



To customize your Portal according to your taste and preference, you may add, remove, or change the location of the portlets displayed on your **My Page**. You cannot add or remove portlets on other Portal pages. To add, remove, and/or arrange portlets displayed on **My Page**:

1. Click *Personalize Your Portal*, which is located on the top left side of the Portal on My Page. The **Customize Page** is displayed (see Figure 1).

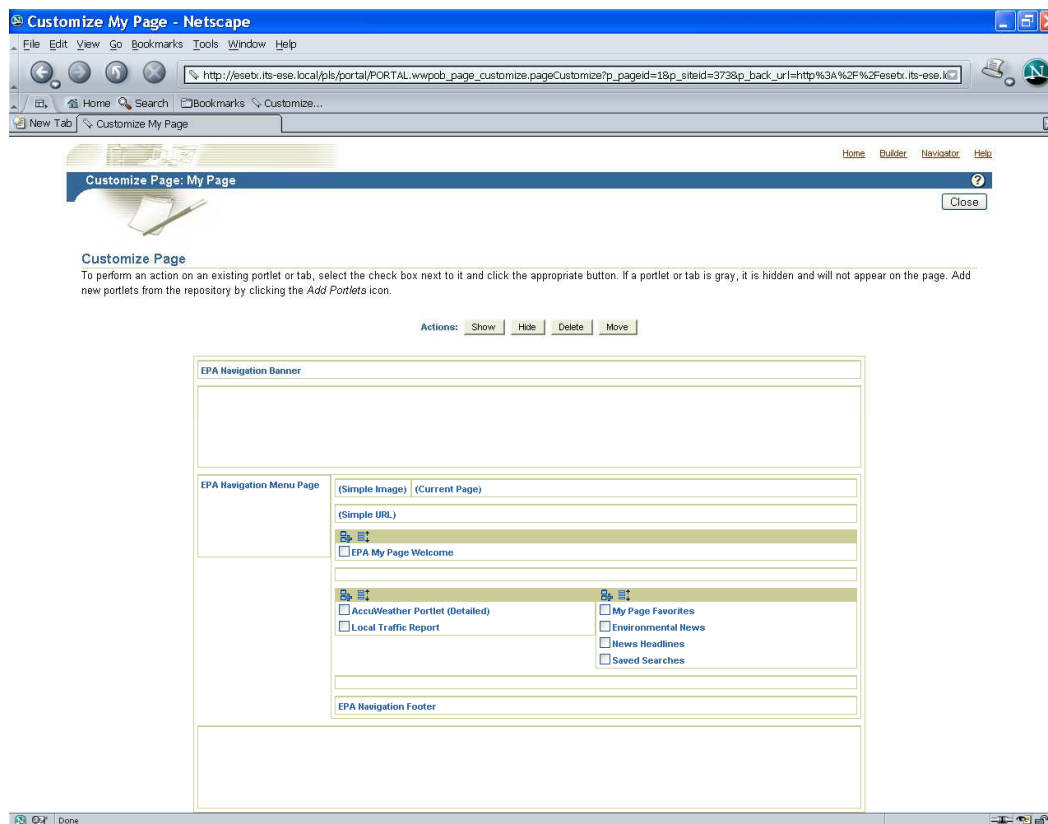



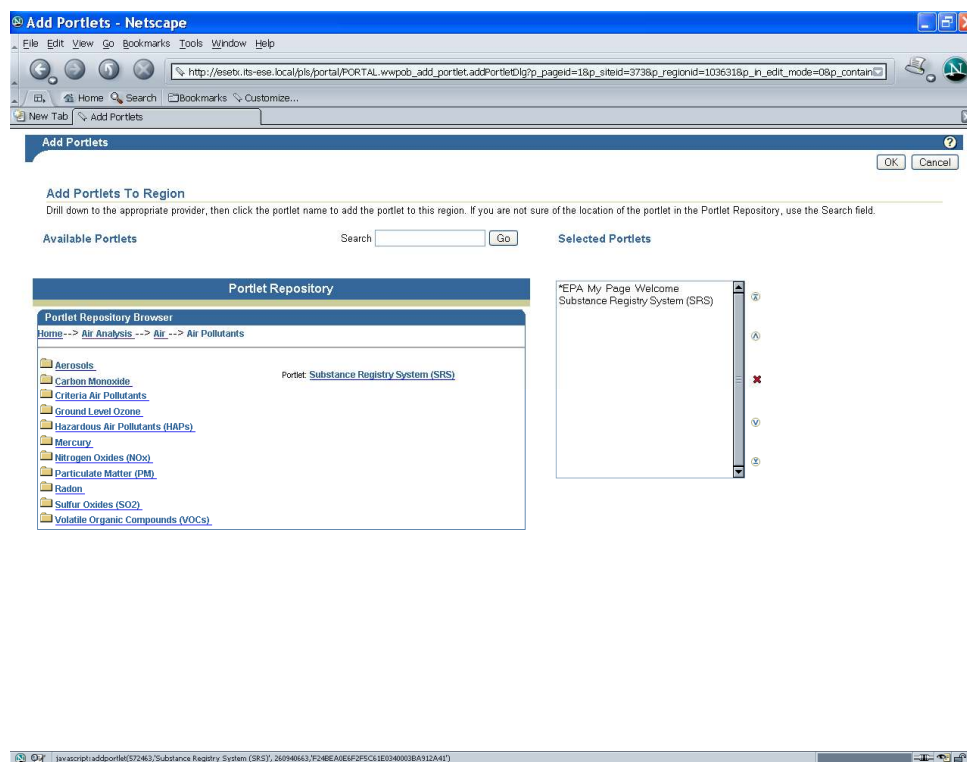





Figure 1. Customize Page.

2. Click the “” icon in the shaded banners to add portlets. Each shaded banner represents a region, or area of the page, on **My Page** where you may choose to add portlets. Click the “” sign in the shaded banner that corresponds to where you would like your portlet to be displayed on **My Page**. Clicking the “” sign will take you to the **Add Portlets to Region** page (see Figure 2).



**Figure 2. Add Portlet to Region Page
(with Substance Registry System (SRS) added)**

3. To locate portlets you wish to add to your page, you may browse the topics displayed in the Portlet Repository Browser by clicking in the folders next to the topic name that is of interest to you. To do this, click the *EPA Portlets* folder under Portlet Repository. Please note that the folder “” icon does not represent a portlet. The hyper links without an icon are listed portlets. In the example above “Air” and “Air Pollutants” are folders and the Substance Registry System (SRS) is a portlet.
4. Click on the *portlets* you would like to add to **My Page**. When you select a portlet, the portlet will move to the **Selected Portlets** box. The most recent additions to the Selected Portlets box will always be added to the bottom of the list. Also note that an “*” next to the portlet name in **Selected Portlets** box represents portlets that are displayed by default in the region into which you have chosen to add your portlets. For example, in Figure 2 the EPA My Page Welcome portlet is a standard portlet displayed on the My Page while the SRS portlet was added to the My Page following steps 1-3 above.
5. In the **Selected Portlets** box, you can arrange the way your portlets are displayed on the screen. To re-arrange the order of a portlet, click on the portlet you wish to move in the Selected Portlets box:
 - a. Clicking the “” icon will move the portlet to the top of the list.
 - b. Clicking the “” icon will move the portlet one higher in the list.



- c. Clicking the “✖” icon will delete the portlet from the Selected Portlets box, and therefore from My Page.
 - d. Clicking the “⬇” icon will move the portlet one lower in the list.
 - e. Clicking the “⬆” icon will move the portlet to the bottom of the list.
6. Click **OK** when you are finished arranging your portlets. **Customize Page** will be displayed with your selected portlets added to the appropriate region on the page. Click **CLOSE** to return to **My Page**. Your selected portlet(s) will be displayed on the page in the appropriate region. In the figure below, SRS has been added to the **My Page**.

The screenshot shows the 'EPA My Page Welcome' interface. On the left, there are sections for 'What's Next', 'PORTAL OUTAGE SCHEDULE', 'Current Release Enhancements for Version 1.8', and 'EPA Portal Login Page'. On the right, there is a 'My Page Favorites' section. The 'EPA' portlet is selected, and its content is displayed. The 'Substance Registry System (SRS)' portlet is highlighted with a red circle, and a red arrow points to it from a yellow callout box on the right. The callout box contains the text: 'The newly added portlets (SRS) are displayed in the desired region.'

Figure 3. My Page with Substance Registry System (SRS) added

7. You can return to the **Add Portlets to Region** page any time to add more portlets, or arrange and/or delete existing portlets.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.